

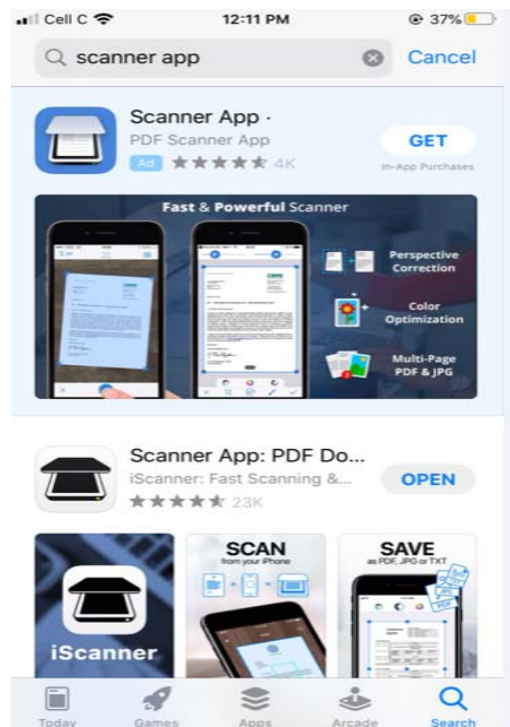


How to Scan and Prepare Handwritten Examination Answers for Uploading on myUnisa or myExams

Below are the steps to scan your handwritten answer sheets and convert to an electronic file for uploading onto myExams or myExam. You will need a mobile phone preloaded with a scanning application.

1. Instructions for Apple Devices:

1.1 Go to the **App store**, search for and download the “Scanner App”.

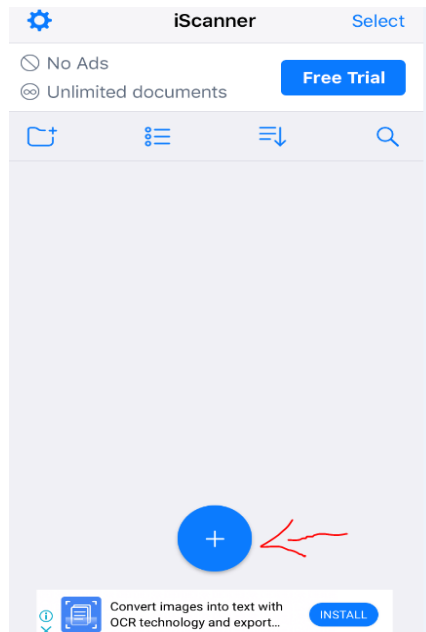


1.2 Make sure that the **Scanner App** is installed properly, and that the icon appears on your mobile phone.

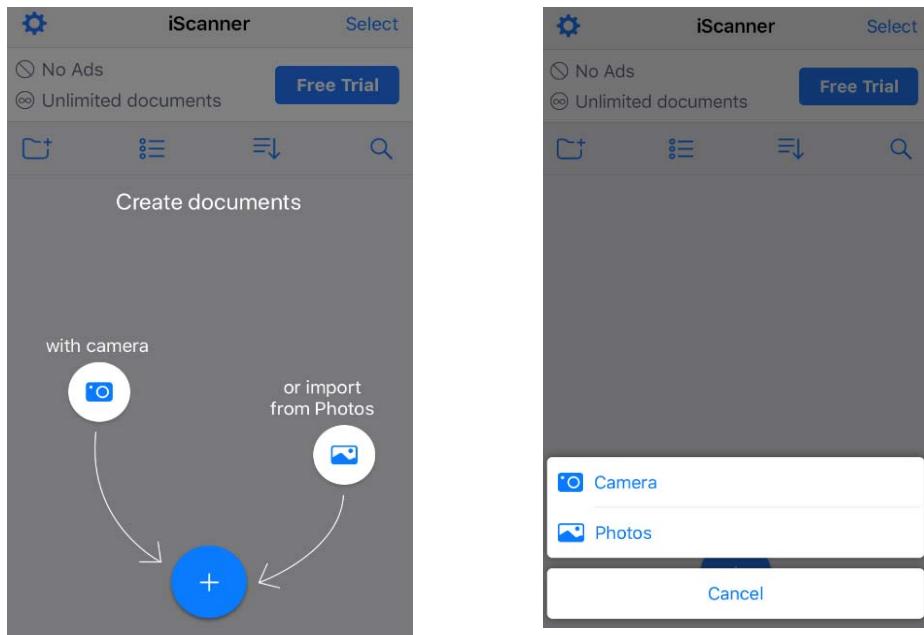


1.3 Take pictures of all your answer sheets and save them to the photo gallery to ensure that the upload can be done successfully on the Scanner App.

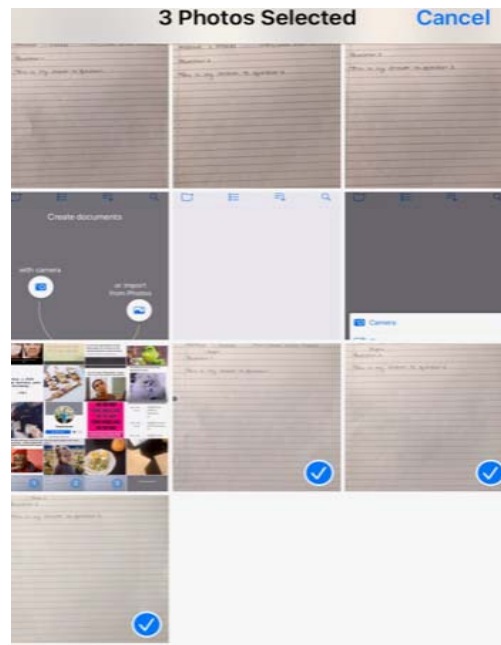
1.4 Now launch the Scanner App on your mobile phone and click on the *Options* button. Click on the plus sign to select an option on how to scan the answer sheet.



1.5 Select your preferred option (a) whether to export the previous photos of the answer sheets or to (b) take new pictures.



1.6 Next, go to the gallery and select the answer sheets in chronological order.

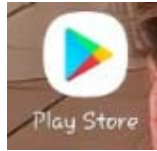


1.7 Click Save and the document will be saved under your "Files" as a PDF File.

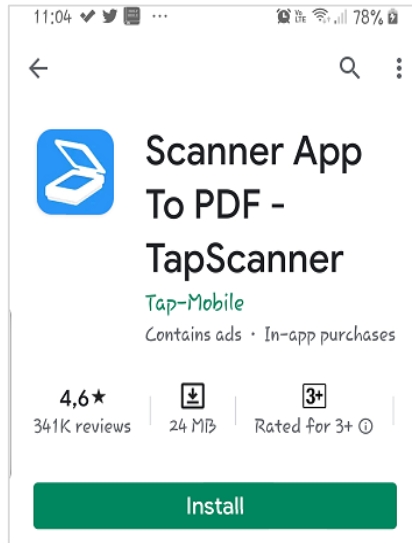
1.8 You can now upload the scanned document to myExams.

2. Instructions for Android Devices:

2.1 Go to the Play Store



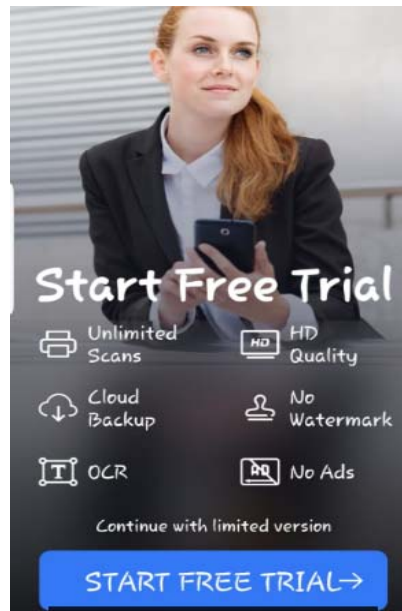
2.2 Download "Scanner App to PDF"



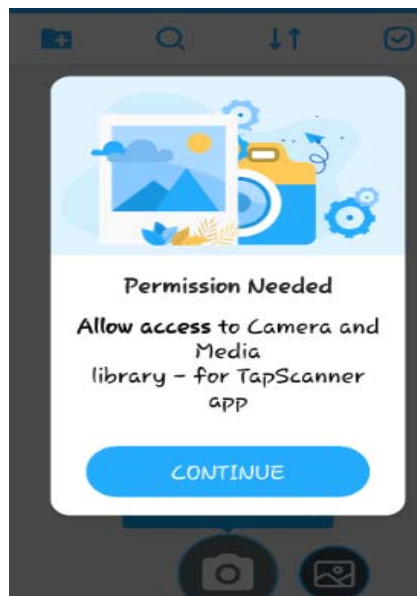
2.3 Make sure that the Scanner App is installed properly, and that the icon appears on your mobile phone.



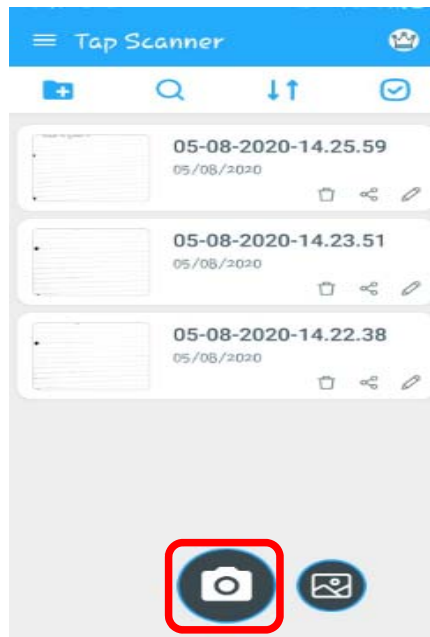
2.4 When accessing the App for the first time, please choose “Continue with limited version”



2.5 You will be asked to allow the App access to certain folders on your mobile phone. Click on “Continue”.



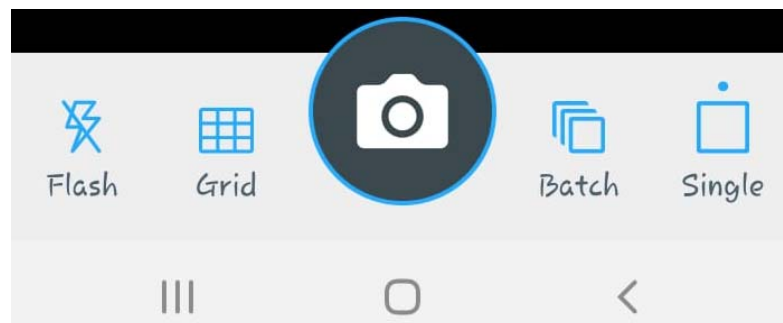
2.6 Tap on the camera to scan the paper.



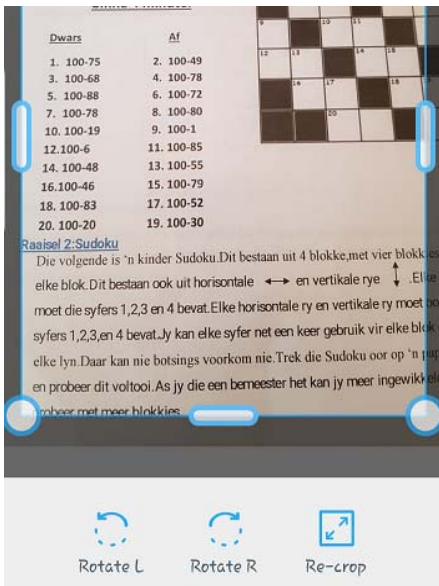
2.7 If Single page, choose “Single” . If more than one page, choose “Batch” .



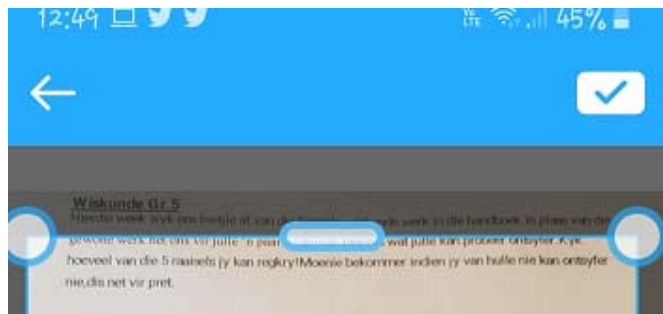
2.8 If you are using batch, click photo for each page and tick on Finish  when you are done.



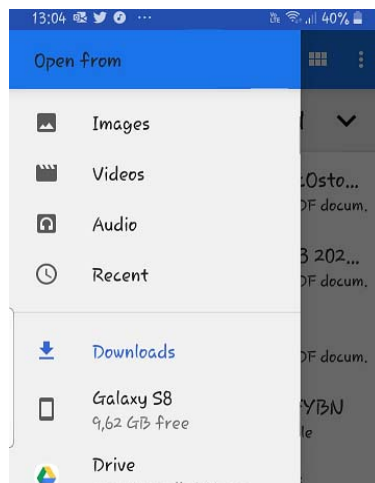
2.9 When done scanning it will give you a crop window



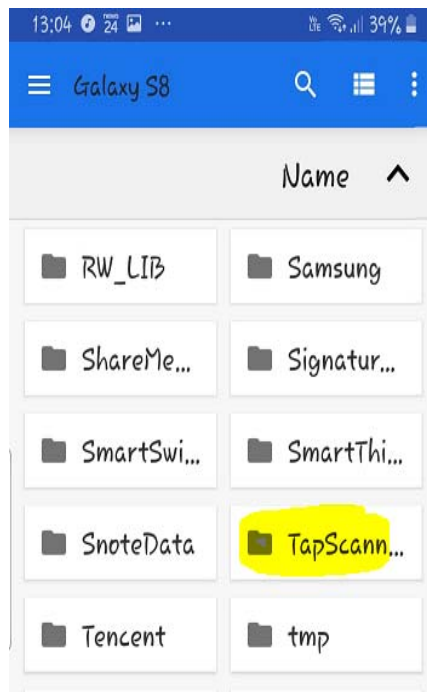
2.10 Click the arrow when you are done editing the document



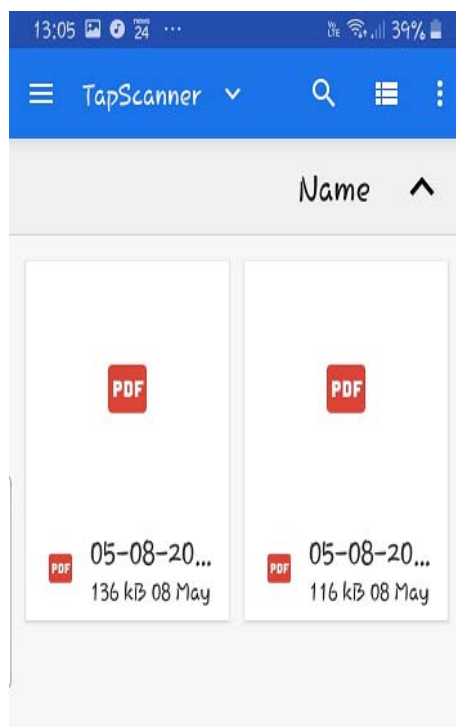
2.11 How to add/retrieve the document to upload. Click on “Open From” and choose your phone, in the image below it will be “Galaxy S8”



2.12 A new window will open. Look for the folder “TapScanner” and double click on that folder.



2.13 Now choose the relevant document in that folder



2.14 You can now upload the scanned document to myUnisa or myExams.